

## Covid – 19 Policies Addendum June 2020

The school also has a detailed plan for preparing to open. This is updated regularly and colour coded with a FAQ section. This contains further detail to support staff on procedures and actions.



Policy	Additional comments
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Attendance will continue to be recorded in line with the Governments advice both in school and for the DfE daily.</li> <li>• Those children attending school will be encouraged to adhere to the timings and not arrive late as the school office is closed to all visitors.</li> <li>• Children not in school will continue to be monitored with a phone call/email/Marvellous Me.</li> <li>• School will not complete any paperwork relating to warning letters or fining families.</li> <li>• Any paperwork already in the system for fines had been cancelled by the LA.</li> <li>• Vulnerable children will be encouraged to be in school and SLT will continue to have conversations with families around the best way to facilitate that.</li> <li>• Risk assessments will be completed for SEN pupils around safety and provision.</li> <li>• Currently all warning letters and fines have been suspended as per the government and HCC guidance. Those that were in the system have been rescinded.</li> </ul>
<b>Health &amp; Attendance</b>	<ul style="list-style-type: none"> <li>• No member of staff, child or visitor/parent should come on site ill.</li> <li>• They must wait the given timeframe before returning to the school site – 48 hours for vomiting or diarrhoea, 7 days for Covid-19 symptoms to themselves, 14 days for Covid-19 symptoms if a family member or a member of their 'bubble' in school has the symptoms.</li> <li>• All school staff, pupils and families are entitled to receive a test if they are showing Covid-19 symptoms and the school will support them with this. They will be strongly encouraged to do this.</li> <li>• The school will support staff and families with any track and trace that is required (in person via the office or via an app and in line with GDPR regulations).</li> <li>• If a child becomes ill they must be tested. Their 'bubble' (Staff &amp; ch) continue to come to school but only associate with their bubble until the test result known.</li> <li>• If there is a positive confirmation of a case in school at that point the whole 'bubble' would self-isolate. The families of</li> </ul>

	<p>those self-isolating as a precaution but not ill do not need to self-isolate if there are no symptoms in the house.</p> <ul style="list-style-type: none"> <li>• If a child becomes ill in school they will be taken to the medical room and supported by 1 member of staff there until they are collected to go home.</li> <li>• The member of staff supporting a potentially Covid-19 person should wear gloves, an apron and a mask. All stored in the medical room and disposed of in the medical room bin, double bagged.</li> <li>• If a member of staff becomes ill they must leave the site immediately and inform the SLT. Ensuring that their 'bubble' is adequately covered.</li> <li>• If the member of staff requires medical treatment the staff must be wearing gloves, an apron and a mask when it is administered. All stored in the medical room and disposed of in the medical room bin, double bagged.</li> <li>• All staff will be required to supply medical evidence regarding their absence.</li> <li>• All staff absence will be logged with the school's insurance company – SAS.</li> <li>• Any referrals to Occupational Health will be made in line with the schools normal procedures.</li> <li>• Risk assessments will be carried out as required – sick staff returning to work, pregnant staff and vulnerable. Discussions will be held with the identified member of staff and the Head.</li> </ul>
<p><b>Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>• The school will follow the Covid-19 guidance relating to H&amp;S and cleaning released by the Government and DfE.</li> <li>• The school will review with DAB (cleaning contractor) what areas are to be cleaned and the frequency.</li> <li>• DAB are introducing a twice weekly sanitization of the whole site. This will in place for opening on the 1<sup>st</sup> June.</li> <li>• The school will ensure that the whole site has been deep cleaned over lockdown.</li> <li>• The school has replaced all bins with bins with lids and a pedal for opening.</li> <li>• The 'bubble' bins will be emptied after lunch by the MSA assigned to their 'bubble'.</li> <li>• The school will ensure that any unnecessary clutter is either tidied or disposed of.</li> <li>• The school will split the classes and set up the rooms so that the maximum number of children will be in each 'bubble' – 15 for years 1-6 and 16 for EY.</li> <li>• The school has set up one way systems for the parents to follow at drop off and pick up times and painted yellow markings for all to follow.</li> <li>• The school has compiled videos to support families with following the new procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• The school has introduced new times for drop off and pick up and lunch &amp; break times.</li> <li>• The 'bubbles' will not be interacting with other 'bubbles' and will all be kept separate for assembly, lunch and play times.</li> <li>• New routine fact sheets have been distributed to families.</li> <li>• Children will not be allowed to bring in things from home and the school is limiting staff contact with things from home – no book bags, no reading books sent home etc.</li> <li>• Feet markers have been put on the floor in the classrooms for toilets and sinks in order to socially distance.</li> <li>• The KS2 climbing equipment will not be used.</li> <li>• Each 'bubble' will have their designated toy/break time equipment to use. These must not be shared.</li> <li>• The office is closed to all visitors. Any that do need to access the site will be spoken to through the glass and must wash hands before entering the building.</li> <li>• A separate section for BAME staff is on the plan that is updated regularly. This includes staff not using her computer, phone or radio. Plus one of the toilets near the office has been designated not to be used and should only be used by BAME staff.</li> <li>• The school has purchased antibacterial pens that will be used by all staff and kept on the lanyards.</li> <li>• Staff are encouraged not to share equipment – pens, radios etc</li> <li>• The school will be closed to all children other than key worker and vulnerable children on Friday afternoons. TAs will be expected to clean all heavy usage items identified in their 'bubbles'.</li> </ul>
<b>Intimate Care</b>	<ul style="list-style-type: none"> <li>• Staff performing intimate care should do so in the medical room or toilet area of the 'bubble'.</li> <li>• Staff should be wearing appropriate PPE – gloves, apron and a mask if they believe Covid-19 symptoms are present.</li> <li>• All equipment must be disposed of in an appropriate manner – sealed bag in a bin with a lid on it and double bagged.</li> <li>• Risk assessments have been updated in line with Covid-19 guidance and must be followed.</li> </ul>
<b>Medical conditions</b>	<ul style="list-style-type: none"> <li>• All staff with NHS shielding letters to inform the school and the letters will go in their files.</li> <li>• Claims via the schools insurance SAS will be made as required.</li> <li>• Staff with other medical conditions but not shielding to speak with the head to discuss duty and possible risk assessment if appropriate.</li> <li>• Any PPE or appropriate amendments to staff or duties to be taken as required.</li> </ul>

<b>Online Safety</b>	<ul style="list-style-type: none"> <li>• All staff to be reminded of online safety and how to safely contact and log the contact with parents and children.</li> <li>• CPOMS to be used to record contact or attempts to contact families.</li> <li>• Reminder to be sent to families around safe usage of the internet and what to look out for in order to protect the children. This will be dispersed via Facebook and Marvellous Me.</li> <li>• The school is to react to any issues as they occur and support identified families or the whole school community.</li> </ul>
<b>Positive Behaviour</b>	<ul style="list-style-type: none"> <li>• Children are not to move between ‘bubbles’ and the SLT are limiting their movement between ‘bubbles’. This means that the schools rocket system does not work currently.</li> <li>• ‘bubbles’ are to use the marble jar system and select a reward for when full.</li> <li>• ‘bubbles’ are to use Marvellous Me (MM) to inform parents and celebrate learning and achievements.</li> <li>• Emails can be sent to the SLT for them to send MM for exceptional work or behaviour.</li> <li>• Achievement assembly and star learner to take place in class using MM and a special newsletter to celebrate this weeks achievements to be set up.</li> <li>• The same high expectations are in place for behaviour and work and must be followed/implemented by all.</li> </ul>
<b>PE</b>	<ul style="list-style-type: none"> <li>• As much PE will be done outside as possible.</li> <li>• Each ‘bubble’ will have their designated toy/break time equipment to use. These must not be shared.</li> <li>• The ‘bubbles’ are to go out to meet the PE coach, so that the coach is not going into a variety of ‘bubbles’.</li> <li>• Early years – green and pink ‘bubbles’ will go to the field with their adults. Blue ‘bubble’ will do it on their playground or field if appropriate.</li> <li>• Premier sport are responsible for planning non-contact PE, cleaning any equipment used and transporting it to the field/hall as required.</li> <li>• A new timetable will be produced for when the ‘bubbles’ have PE and is subject to change as the number of ‘bubbles’ increases.</li> <li>• If PE needs to take place indoors the KS2 ‘bubbles’ will use the gym and the KS1/EY bubbles will use the Hall.</li> <li>• At least 1 ‘bubble’ staff will go with their class for PE</li> </ul>
<b>Social media</b>	<ul style="list-style-type: none"> <li>• The school is using its Facebook page and Marvellous Me (MM) as the main ways of communicating with parents.</li> <li>• The school will not post images or names of people that have not given permission for this.</li> </ul>

	<ul style="list-style-type: none"> <li>• The school will ensure that all the comments adhere to the schools conduct and e-safety policies.</li> <li>• The school is producing videos to support home learning and the new 'bubble' systems.</li> <li>• The Facebook page is regularly monitored and any unpleasant comments that do not adhere to the schools ethos will be deleted and members blocked.</li> <li>• Reminders have been sent to staff and parents about safe and acceptable use of Social Media.</li> </ul>
<b>Safer Recruitment</b>	<ul style="list-style-type: none"> <li>• The school will continue to follow all the guidelines for checks and references. This has not changed.</li> <li>• The school will where necessary hold interviews on Teams or another mutually agreeable format.</li> <li>• The school accepts that they might not be able to observe a teaching session however this will be taken into consideration during the first term of employment.</li> <li>• No new member of staff will be on site and alone with children until their DBS has come through.</li> </ul>
<b>SEN</b>	<ul style="list-style-type: none"> <li>• SENCo will continue to send a weekly personalised email with tips and suggestions to SEN families.</li> <li>• Once SEN children are in school the weekly emails will stop but the SENCO will keep in touch with those families.</li> <li>• Risk assessments will be in place for all vulnerable SEN children and will be updated as required and when Government guidance changes – during lockdown, from the 1<sup>st</sup> June etc.</li> <li>• School will continue to call families weekly and more frequently as required.</li> <li>• School will continue to work with families about attending school.</li> <li>• Behaviour and routine support will continue to be in place for individuals.</li> <li>• Once the classes are ready for the children a video will be put together for each 'bubble' to support them visually with the new system.</li> <li>• Those in school will be shown the space in advance.</li> <li>• School expectations around behaviour will continue to be in place with changes around Covid-19.</li> <li>• Emotional and mental health sessions will be planned to support the children and groups come back to school and mix with each other.</li> <li>• Video CPD courses will be shared with staff to support ASD, SEN and emotionally vulnerable families. All staff to complete.</li> <li>• The majority of learning will be sent electronically during lockdown but for SEN/vulnerable issues printed packs can be prepared for collection</li> </ul>

	<ul style="list-style-type: none"> <li>• The SENCO will need to be mindful of EHCP and Family First assessment deadlines. Meetings will be held via Teams.</li> <li>• Claire the play therapist will continue to call her families weekly as she has during the lockdown. School will facilitate those calls for children in school but she will continue to safely call those at home too.</li> </ul>
<p><b>Time off work</b></p>	<ul style="list-style-type: none"> <li>• All staff will be given time off work for Covid-19 related symptoms.</li> <li>• Individual decisions will be taken on when they can return depending on how they have been affected by the illness. The guidance for 7 days will automatically apply.</li> <li>• The 14 days will apply to people living with someone displaying Covid-19 symptoms.</li> <li>• If staff or people they are living with have received a negative test for Covid-19 they will be expected to return to work.</li> <li>• Anyone displaying other symptoms will be expected to stay at home until well.</li> <li>• Staff off work for the above will continue to be paid.</li> <li>• Hours worked during the rota system will be logged for TA and admin staff. It will continue to be paid for but staff could be asked to make up some of those hours.</li> <li>• Where there are child care issues the school will make an individual decision based on the facts.</li> <li>• Some staff are having issues where their child's school is not providing education for their key worker children and this needs to be considered along with the family circumstances – single parent, no other sensible/safe child care, attempts to sort with the school, number of children in the 'bubble', number of other staff in the 'bubble', the role of the staff member and legal requirements.</li> </ul>
<p><b>BAME</b></p>	<ul style="list-style-type: none"> <li>• BAME refers to individuals from various ethnic backgrounds other than White.</li> <li>• We recognise that within BAME groups, there are some groups which may be more at risk than others, and data is emerging on this issue.</li> <li>• PPE: Appropriate PPE will be made available as a priority for all staff in school – gloves, aprons, face masks. These are for direct contact with a person with symptoms but can be worn if closer contact to a visitor is required (the aim is for this to be avoided).</li> <li>• Staff tasks: will be looked at. Currently this section only applies to office staff and they will not be working directly with children (no children in the office area), the office is closed to parents and those visitors who do attend the office will be spoken to through the glass.</li> </ul>

	<ul style="list-style-type: none"><li>• Their interaction with children around the school will be limited and other members of staff will deal with children where direct contact is needed. There will be no close supervision or intimate care expected for BAME staff members.</li><li>• The number of staff in the office is limited to only 2 members of staff working in there at a time and other staff (excluding SLT) are encouraged not to enter the office.</li><li>• All relevant policies have been updated via the COVID -19 policy addendum.</li><li>• Facilities: The toilet 2nd toilet from the office is going to be marked as 'not in use' and this will be used solely by BAME staff members.</li><li>• Staff testing: There is now a national testing process for England. BAME staff and their families, will be prioritised should there be a confirmed case in school.</li><li>• Cleaning: The school will continue to be cleaned daily with a focus on all contact surfaces. The school will be sanitized twice weekly.</li><li>• All staff are encouraged not to share computers, telephones, pens and radios. Staff must not use the aforementioned of anyone who is BAME.</li><li>• If staff are on a rota and have not been in school for a few days they are encouraged to wipe down their working area before they start work.</li><li>• Vitamin D supplements: Although there is no evidence to suggest that Vitamin D offer specific protection towards COVID -19 or prevents respiratory complications of COVID-19, low levels of Vit D may predispose to severe infections and staff are advised to top it up.</li><li>• BAME staff should feel free to raise any concerns and issues with the Headteacher.</li></ul>
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